

4 November 1969

MEMORANDUM FOR THE RECORD

SUBJECT: Cost of Repeater Stations

STAT [] The Security report of 17 October indicated the probable need for "Repeater Stations" if Agency records are to be transported to [] on a regular basis.

Today the Office of Communication, Domestic Communication Operation Branch, [] provided cost estimates for such installations calling for an investment of \$6,400 with annual maintenance contracts of \$1,200. STAT

For a vehicle to remain in Communication with a VHF radio set that operates at a line of sight range we would need two installations to cover the 120 mile distance (one halfway at a Military Facility he considers available and the other [] STAT

The Halfway Station will require:

\$1,400 - Equipment and station
500 - Tower
250 - Antenna

The Base Station will require:

\$1,000 - Equipment and station
500 - Tower
250 - Antenna

The installation expense will be \$2,500 and maintenance contracts will be \$50 per month per station. (\$1,200 per yr.) His estimate assumes that the radios now in the Agency vehicles will be used for this Communications Link.

[] STAT

CIA Records Administration Officer

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STAT

Next 2 Page(s) In Document Denied

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Presentation of Options for Actions on Records Center

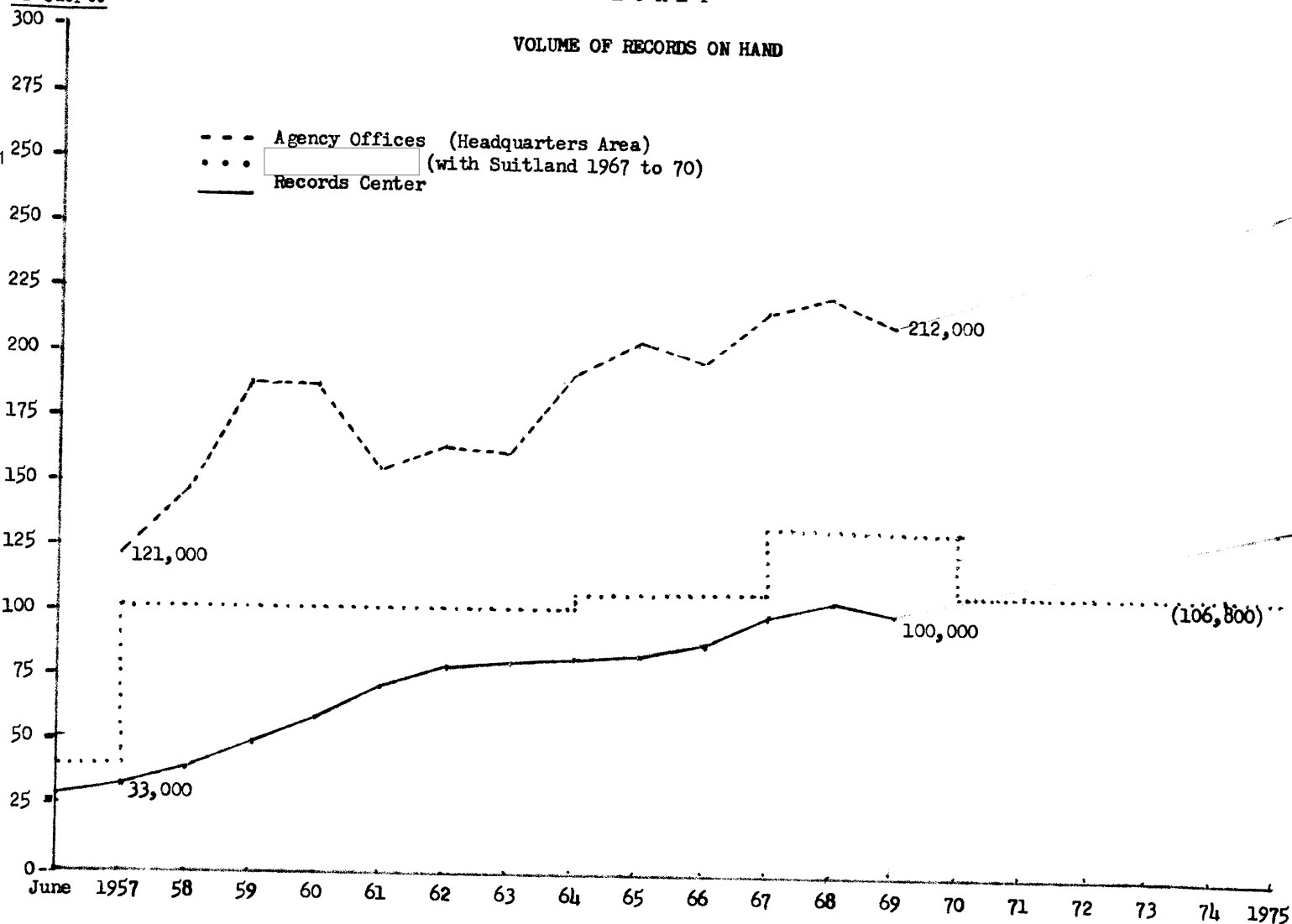
<u>Options</u>	<u>(Records Involved Cu.Ft.)</u>	<u>Proposals</u>		
#1	15,700	Return Supplemental Distribution to DDI		
		a. 2 positions from Suitland		
		b. Vault GH-0906 (2,000)		
		c. <input type="text"/>	STAT	
		d. <input type="text"/>		STAT
#2	1,000	Keep Non-DDI Supplemental Distribution	<input type="text"/>	
#3	9,000	Reorganize Vital Records Program		
		a. Wartime Emergency Material (4,000) (Keep)		STAT
		b. <input type="text"/>		
		c. Office Records (1,000) (Transfer)		
#4	9,000	Establish Archives		
		a. <input type="text"/>		STAT
		b. Identify More (15,000)		
		(OSS-5,000; Office -10,000)		
#5	10,000	Install Motorized Shelf Test		
		a. Pilot Project Test (If 1-2-3-4 are done)		
#6		Promote More Use of Microfilm at Headquarters		
		a. Cut down volume of Retired Records		
		b. Film Archives (3,000)		
#7	30,000/40,000	Install All Motorized Shelving		
#8		<input type="text"/>		STAT
		(see attached)		
#9		Use Federal Records Centers		

THOUSANDS
of Cu.Ft.

S-E-C-R-E-T

VOLUME OF RECORDS ON HAND

- - - Agency Offices (Headquarters Area)
- ... [] (with Suitland 1967 to 70)
- Records Center



S-E-C-R-E-T

VOLUME OF RECORDS ON HAND

<u>INVENTORY of JUNE</u>	<u>HEADQUARTERS OFFICES</u>	<u>RECORDS CENTER</u>	<u>STORAGE CAPACITY</u>
1956		27,903	40,000
1957	121,000	33,079	103,000
1958	147,919	36,916	
1959	188,972	47,520	
1960	188,563	59,491	
1961	155,472	70,066	
1962	163,836	78,046	
1963	163,221	80,846	
1964	193,274	82,452	106,800
1965	205,449	82,859	
1966	198,499	87,705	
1967	216,855	98,310	132,000
1968	221,453	104,373	
1969	212,168	100,187	
1970			
1971			
1972			
1973			
1974			
1975	(255,000)	(135,000)	

SCOPE OF STORAGE PROBLEM
RECORDS VOLUMES and REFERENCE SERVICES

<u>TYPES OF RECORDS NOW IN STORAGE</u>	<u>CUBIC FOOT VOLUMES as of 1 November 1969</u>	<u>REFERENCE SERVICES during October 1969</u>
1. <u>Inactive Office Records</u>	65,170	6,356
DCI 1,600		
DDI 15,000		
DDP 23,300		
DDS 22,200		
DDST 3,000		
2. <u>Supplemental Distribution Publications</u>	16,669	4,605
DDI Material 15,700		
Non-DDI Mat. 900		
3. <u>Vital Records</u>	9,127	143
4. <u>Agency Archives</u>	8,189	790
Another 15,000 cu. ft. of Archives are among Inactive Office Records (i.e. OSS 5,000 ft. is with DDP files)		
TOTALS	99,155	11,894

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